



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
PURCHASE BUREAU  
33 WEST STATE STREET  
PO Box 230  
TRENTON, NEW JERSEY 08625-0230

## **NOTICE OF AWARD (NOA)**

**FOR**

**Chevrolet Suburban , 4WD, 2005 Model Year,  
with Optional Equipment  
(T-2254)**

**Bid Number: 04-X-36671**

Date Issued: 7/26/04

Using Agency

State of New Jersey  
Cooperative Purchasing Members

This NOA consists of the following:

1. Original request for proposal (RFP) specifications
2. Information inserted in the above (as provided in the bid proposal by the contractors)
3. Vendor information sheet
4. Contract items by vendor
5. Contract items by price lines (in numerical order)

Note:

For information pertinent to this contract and all other New Jersey motor vehicle contracts (both road and off-road vehicles), visit the motor vehicle contracts website at the following address (lowercase):  
<http://www.state.nj.us/treasury/purchase/mvcontracts.htm>

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## SPECIFICATIONS

FOR

### **Chevrolet Suburban, 4WD, 2005 Model Year, with Optional Equipment (T-2254)**

**Bid Number: 04-X-36671**

**Issued: March 3, 2004**

**Revised: July 26, 2004**

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## **1.0 INFORMATION FOR BIDDERS**

### **1.1 PURPOSE AND INTENT**

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Department of Law and Public Safety, Division of State Police. The purpose of this RFP is to solicit bid proposals for Chevrolet Suburban, 4WD, with Optional Equipment.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the State, price and other factors considered.

The Standard Terms & Conditions of this RFP, will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with same unless the RFP specifically indicates otherwise.

The State intends to extend the awarded contract to the Purchase Bureau's cooperative purchasing partners. These partners include quasi-state agencies, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges.

**Although the State, with the assent of the vendor(s), is making the use of any contract resulting from this RFP available to non-State Agencies, the State makes no representation as to the acceptability of any State RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.**

### **1.2 BACKGROUND**

In October 2001, as a part of term contract T-2007 (Sport Utility Vehicle), the following contract was established:

<u>Description</u>	<u>Contract</u>	<u>Contract Price</u>
2002 Chevrolet Suburban 2500 Commercial CK25906 4-Door, 4WD body code: ZW9 with 1ST package	A48992	\$27,511.00

(Commercial Preferred Equipment Group)  
and AT5 (second row seat) and 9R3  
(radio delete) option codes.

### **1.3 KEY EVENTS**

#### **1.3.1 QUESTIONS AND INQUIRIES**

It is the policy of the Purchase Bureau to accept questions and inquiries from all vendors. Written questions should be mailed, e-mailed or faxed to the Purchase Bureau to the attention of the assigned Purchase Bureau buyer at the following address:

Attn: Kristi Holman  
State of New Jersey  
Division of Purchase and Property  
Purchase Bureau  
33 West State Street  
PO Box 230  
Trenton, New Jersey 08625-0230

E- Mail: [Kristi.Holman@treas.state.nj.us](mailto:Kristi.Holman@treas.state.nj.us)  
Phone Number: (609) 984-1327  
Fax Number: (609) 292-0490

After the submission of bid proposals, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

##### **1.3.1.1 QUESTION PROTOCOL**

Questions should be submitted in writing to the attention of the assigned Purchase Bureau buyer. Written questions should be directly tied to the RFP by the writer. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Short procedural inquiries may be accepted by telephone by the Purchase Bureau buyer, however, oral explanations or instructions given over the telephone shall not be binding on the State. Vendors shall not contact the Using Agency directly, in person, or by telephone, concerning this RFP.

##### **1.3.1.2 CUT-OFF DATE FOR QUESTIONS AND INQUIRIES**

The cut-off date for questions and inquiries relating to this RFP is fourteen (14) days prior to the bid opening date.

#### **1.3.2 MANDATORY SITE VISIT**

Not applicable.

#### **1.3.2 OPTIONAL SITE VISIT**

Not applicable.

#### **1.3.3 MANDATORY PRE-BID CONFERENCE**

Not applicable.

### **1.3.4 OPTIONAL PRE-BID CONFERENCE**

Not applicable.

## **1.4 ADDITIONAL INFORMATION**

### **1.4.1 REVISIONS TO THIS RFP**

In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be made by addendum. Addendum, if any, to this RFP will be posted to the Purchase Bureau website. It is the vendor's responsibility to check the website regularly between the time the RFP is issued to the bid opening date for any addenda. The website is (lowercase): <http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml>

### **1.4.2 ADDENDUM AS A PART OF THIS RFP**

Any addendum to this RFP shall become part of this RFP and part of any contract awarded as a result of this RFP.

### **1.4.3 ISSUING OFFICE**

This RFP is issued by the Purchase Bureau, Division of Purchase and Property. The buyer noted in Section [1.3.1](#) is the sole point of contact between the vendor and the State for purposes of this RFP.

### **1.4.4 BIDDER RESPONSIBILITY**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP. By submitting a bid proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, as to all of the requirements of this RFP.

### **1.4.5 COST LIABILITY**

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

### **1.4.6 CONTENTS OF BID PROPOSAL**

The entire content of every bid proposal will be publicly opened and will become a matter of public record. This is the case notwithstanding any statement to the contrary made by a bidder in its bid proposal. All bid proposals, as public records, are available for public inspection. Interested parties can make an appointment to inspect bid proposals received in response to this RFP by contacting the Purchase Bureau buyer.

### **1.4.7 PRICE ALTERATION**

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award being made to the bidder.

### **1.4.8 JOINT VENTURE**

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate [Ownership Disclosure Form](#), [Affirmative Action Employee Information Report](#), [MacBride Principles Certification](#) and business registration must be supplied by each party to the joint venture.

## 2.0 DEFINITIONS

### 2.1 GENERAL DEFINITIONS

The following definitions shall be part of any contract awarded or order placed as a result of this RFP.

**Addendum** - Written clarification or revision to this RFP, issued by the Purchase Bureau.

**Amendment** - A change in the scope of work to be performed by the contractor. An amendment is not effective until signed by the Director, Division of Purchase and Property.

**Bidder** – A vendor submitting a bid proposal in response to this RFP.

**Contract** - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

**Contractor** - The contractor is the bidder awarded a contract.

**Director** - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

**Division** - The Division of Purchase and Property.

**May** - Denotes that which is permissible, but not mandatory.

**Request for Proposal (RFP)** - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

**Shall or Must** - Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement shall result in the rejection of a bid proposal, as materially non-responsive.

**Should** - Denotes that which is recommended, but not mandatory.

**State** - State of New Jersey

**Using Agency[ies] or Agency[ies]** - The entity[ies] for which the Division has issued this RFP.

### 2.2 CONTRACT SPECIFIC DEFINITIONS

**State Agency** - Any department or Agency, which is a part of the New Jersey State government, such as the Department of Transportation, Department of Environmental Protection, Department of Corrections, Department of Human Services, Department of Law and Public Safety and Department of the Treasury. For a complete list of all State Agencies, visit the State website at (lowercase): [www.state.nj.us](http://www.state.nj.us).

**Non-State Agency** - Any using Agency other than the State Agency. Any quasi-State Agency or political sub-division is a non-State Agency.

**Unit** - Vehicle ("truck", "product", "commodity" or "item") as listed in 1.1 of this RFP and specified herein.

**GVWR** - Gross Vehicle Weight Rating; the maximum legal weight carrying capacity of a vehicle, including its own weight, as published by the vehicle/chassis manufacturer. GVWR shall not exceed the sum of front and rear GAWRs.

**GAWR** - Gross Axle Weight Rating; the maximum legal weight carrying capacity of axle components, including their own dry weights, as published by the vehicle/chassis manufacturer. GAWR equals the capacity of the least rated axle component.

**Dry Weight** - Curb weight or tare weight of a vehicle - weight of an empty vehicle, without any payload, driver and passenger, with fluids filled to half capacity.

**Payload** - Weight carrying capacity of a vehicle, excluding its dry weight, driver and passenger. Payload, when added to dry weight, shall not exceed the GVWR. Payload is limited by the front or rear GAWR.

**WB** - Wheelbase, the distance between the centerlines of front and rear axles.

**CA** - Cab-to-axle, the distance from the back of cab to the centerline of rear axle.

**BBC** - The distance from the front bumper to the back of the cab.

**BL** - Body length, overall length minus BBC

**RBM** - Resisting bending moment, a measure of chassis frame stiffness.

**SAE** - Society of Automotive Engineers

**ASTM** - American Society for Testing Materials

**NJDMV** - New Jersey Division of Motor Vehicles

**FMVSS** - Federal Motor Vehicle Safety Standards, as established by National Highway Traffic Safety Administration

### **3.0 COMMODITY DESCRIPTION/SCOPE OF WORK**

#### **3.1 CONTRACT UTILIZATION:**

3.1.1 This RFP has been developed to establish a term contract to procure the specified units as a service to cooperative purchasing participants. It is anticipated that the Division of State Police will purchase fourteen (14) units.

3.1.2 Total amount of all contract purchases during the contract term listed on the cover sheet of this RFP (shown at the top of the cover sheet) is only an estimate. The State makes no representation and provides no guarantee as to the minimum, average or maximum volume of purchase for this term contract. The State, however, reserves the right to bid for any specific large volume purchases during the term of this contract.

#### **3.2 CONTRACT SPECIFIC REQUIREMENTS:**

3.2.1 The bidder must be able to certify that it is a franchised and/or authorized factory representative and is able to furnish the specified unit. The State reserves the right to require that such certification be delivered within five (5) working days from the time it is requested.

3.2.2 Has the bidder, its parent company or any of its subsidiaries or related companies ever received a fine or other action of a disciplinary nature from the vehicle manufacturer represented by the bidder in this bid?

No

3.2.3 Has the bidder, its parent company or any of its subsidiaries or related companies ever been the subject of a claim by a public entity for violations of any contract provision, including price?

No

#### 3.2.4 Manufacturer's Certificate:

Dealers or agents submitting a bid proposal may be required to submit a letter of certification from the manufacturer whose product is bid, certifying that the bidder is authorized by the manufacturer to bid the unit specified. It will be the responsibility of the manufacturer to notify the State of New Jersey of any changes in the status of the bidder franchise.

3.2.5 By submitting a bid proposal, the bidder covenants and agrees that it has satisfied itself that it fully understands its obligation and that it will not make any claim for, or have any right to cancellation or relief, without penalty, because of any misunderstanding.

3.2.6 The unit outlined in this specification is for a standard manufacturer's product line available to the general public. This RFP is intended to be non-restrictive to allow bidders to bid any unit make, which is equal in performance to the one specified herein.

3.2.7 A bidder shall provide a new unit only. No used unit is acceptable.

3.2.8 This RFP is for the outright purchase of the contract unit only; leasing of the contract unit or trade-in against the purchase of the contract unit is not permitted.

3.2.9 The bidder shall ensure that the manufacturer whose product is bid has a servicing dealer or service location within a reasonable distance from Trenton, NJ, deemed reasonable by the State, for warranty service and/or repair. The servicing dealer or location must be equipped with and able to deliver new spare parts within twenty-four (24) hours.

3.2.10 All components of each unit supplied under the contract established based on this RFP shall be identical, i.e., alternators, filters, distributors, etc.

3.2.11 Subcontracting is permitted. Any intent to subcontract must be described in 3.2.11.5 with a list of subcontractor(s), other than the prime unit manufacturer, who will supply or install all aftermarket options required. If the bidder is a dealer or distributor for the aftermarket equipment, the bidder must so state in 3.2.11.5 and will be solely responsible for the equipment, installation and warranty. If a bid proposal does not provide a subcontractor(s)' list and/or dealer declaration, the State reserves the right to request such information from the bidder. The bidder must respond to such request within twenty-four (24) hours. If the information requested is not received within twenty-four (24) hours, the bid proposal shall be rejected.

3.2.11.1 The contractor is responsible for assuring subcontractor(s)' compliance with all terms and conditions of this RFP. The contractor will assume sole responsibility for any payments due the subcontractor(s). Nothing contained in the RFP shall be construed as creating any contractual relationship between any subcontractor(s) and the State.

3.2.11.2 The State reserves the right to approve the use of subcontractor(s) and all contractual agreements between the contractor and the subcontractor(s).

3.2.11.3 If a contractor desires to substitute any subcontractor(s) listed in the bid proposal, the contractor will so notify the State and provide the required information on the proposed subcontractor(s). The State reserves the right to reject any proposed substitute subcontractor(s).

3.2.11.4 The State reserves the right to demand the same information on any subcontractor(s) as is required from the bidder under this RFP.

3.2.11.5 List of Subcontractors:

Name, address, phone number, fax number and e-mail address of subcontractor(s):

None.

### 3.2.12 Post-Order Pre-Production Meeting and Inspections:

3.2.12.1 The contractor shall coordinate and attend a post-order pre-production meeting, if required by the ordering agency, at a location convenient to the ordering agency, to provide all necessary information prior to building any prototype unit or scheduling the production.

3.2.12.2 Only after the post-order meeting, if required by the ordering agency, and subsequent approval from the ordering agency shall the contractor begin the production.

3.2.12.3 The contractor shall coordinate with the ordering agency for a pre-paint inspection for each unit ordered, if required by the ordering agency.

3.2.12.4 The ordering agency reserves the right to inspect the unit at the contractor's facility or require that the unit be available for inspection at the agency site. If, during inspection at the agency site, it becomes apparent that corrections/alterations have to be made to the unit to comply with the contract specifications which cannot be accomplished at the ordering agency facility, the unit will be rejected and the contractor must transport the unit to its facility at no expense to the agency. After the unit is brought up to the contract specifications, it will be delivered back to the ordering agency for re-inspection at the expense of the contractor. For further pre-acceptance requirements, refer to [3.5](#) of this RFP.

3.2.12.5 For all inspections performed at the contractor's site, the contractor must provide a bay in the repair shop to facilitate the inspection of the unit.

3.2.12.6 The final inspection and acceptance of the unit shall be at the ordering agency.

3.2.13 As stated earlier, no other make and model shall be considered.

3.2.14 The bidder is required to have, and maintain throughout the contract term and any extensions(s) thereof, a service location responsible for delivery, inspection(s) and servicing of the contract units within a reasonable distance from Trenton, New Jersey, deemed reasonable by the State. Bidders may use a subcontractor's location to satisfy this requirement, provided such disclosure is made in the bid proposal. As stated in 3.2.11, any use of subcontractor(s) shall not relieve the contractor from its obligations under the contract established as a result of this RFP.

3.2.15 The State reserves the right to inspect the bidder's and/or subcontractor(s)' facility. This provision applies during the evaluation period, the contract term and any extension(s) thereof.

3.2.16 The bidder shall provide the vehicle as a certified low emission vehicle (LEV) or cleaner if available from the manufacturer at no extra charge.

3.2.17 Unless specified otherwise, bidder shall not delete manufacturer's standard equipment or feature, even if the equipment or feature is not specified explicitly.

3.2.18 OEM Equipment/Parts: All of the standard and optional equipment/parts provided are to be original equipment manufacturer's item when available.

## **3.3 VEHICLE SPECIFICATIONS - GENERAL PROVISIONS:**

**3.3.1 IMPORTANT NOTE:** Each unit and its components shall be completely assembled, serviced and ready for use when delivered to the ordering agency. Unless specified otherwise; any parts, components, equipment, controls, materials, features, performances, capacities, ratings or designs which are standard



and/or necessary to form an efficient and complete working unit shall be furnished whether specifically required herein or not. Any item not specified herein but deemed necessary for the application shall be supplied and shall meet the industry standards and practices, Federal and New Jersey Safety Standards and Regulations, and SAE and other applicable standards.

**3.3.2 Undercoating:** The frame, fenders, underbody, cab, etc., except driveshaft, exhaust system and mechanical components, are to be completely undercoated.

**3.3.3 Finish:** The unit and all its components are to be cleaned and painted with manufacturer's standard primer, and finished with manufacturer's standard lead-free paint color. All paint shall be same shade. The ordering agency will specify manufacturer's standard one-tone paint color at the time of ordering.

The fourteen (14) units for the State Police shall be painted as follows: Eleven (11) shall be black and three (3) shall be white.

**3.3.4 Weight:**

NOTE: Bidders will supply the following information with the bid proposal. Failure to provide this information may disqualify the bid.

**3.3.4.1 Dry Weight:**

Estimated dry weight of the finished truck with all components installed:

Front axle-----3,469 lbs.

Rear axle-----2,837 lbs.

Total-----6,306 lbs.

Contractor must supply dry weight of unit and components at time of delivery, in the form of a weigh station weight slip, as follows:

Dry weight of finished truck with all components installed:

Front----- lbs.

Rear----- lbs.

Total----- lbs.

**3.3.4.2 Bidder must complete the following chart at the time of submission of the bid.**

**Gross Vehicle Weight Rating Chart**

Wheelbase: 130"

Front Component Ratings		Rear Component Ratings	
Component	Rating lbs.	Component	Ratings lbs.
Front axle	4,500	Rear axle	5,500
Front springs/ suspension	4,500	Rear springs/ suspension	6,000

Front tires/ rims	2,205	Rear tires/ rims	3,042
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Front G.A.W.R. 4,500 (least rated front component)	Rear G.A.W.R. 5,500 (least rated rear component)
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G.V.W.R. 8,600 lbs.  
(Total of front GAWR and rear GAWR)

**3.3.5 Manuals:** If available, the contractor shall supply one line set sheet for each unit. A unit shall comprise each and every assembly system and/or component. In addition to any line set sheet, the contractor shall provide the operation and maintenance manuals for each and every assembly system and/or component that makes up the unit. The contractor shall also include any other manuals that the manufacturers provide as the standard manuals.

An optional service manual (including emissions manual), total quantity of one for each order, shall be provided.

The manuals shall be delivered directly to the ordering agency, upon delivery of the first unit. Failure to supply these manuals shall hold up processing of invoices for payment.

**3.3.6 Training:** Complete instructions on the operation and maintenance of each unit and a demonstration on the operation of the unit shall be given by the contractor, if requested by the using agency. Training is to include driver training with instruction on proper operation of the vehicle. Basic preventive maintenance of the vehicle to also be included in this training session. This demonstration shall be a formal training session and shall be arranged with the contractor, conducted within two (2) weeks of delivery of the first unit, at the convenience of the ordering agency. The training session shall be conducted at the location of delivery or at any field location, within the State of New Jersey.

**3.3.7 Guarantee/Warranty:** The contractor must guarantee that the unit and all its component parts will comply with the current, applicable Federal Motor Vehicle Safety Standards (FMVSS) and New Jersey State motor vehicle code regulations, performs their functions adequately, and operates successfully without undue wear or vibration. The contractor agrees to immediately replace and install free of charge, any part that may break or fail by reason of defective material or workmanship within a period of one (1) year from the date of acceptance by the agency.

Bidder to indicate standard guarantee which exceeds the specified one year period:

**3.3.7.1 Cab and Chassis:**

Coverage: Basic 3 years/36,000 miles, Drivetrain 3 years/36,000 miles.

Warranty period: 3 years/36,000 miles

Parts covered. Yes; Labor covered. Yes

Parts and/or labor 100% covered. Yes

Deductible: \$0

**3.3.7.2 Corrosion:**

Coverage: 6 years/100,000 miles

Warranty period: 6 years/100,000 miles

Parts covered. Yes; Labor covered. Yes

Parts and/or labor 100% covered. Yes

Deductible: \$0

The successful bidder must supply the following at the time of delivery:

1. [Manufacturer's Certificate of Origin](#)
2. [New Vehicle Inspection Sticker](#)

Deviation or Substitution: None.

### **3.4 VEHICLE SPECIFICATIONS - TECHNICAL PROVISIONS:**

The contract vehicle shall be:

2005 Chevrolet Suburban 4-Door 2500, 4WD Commercial (CK25906) with 1ST (Preferred Equipment Group), E52 (Body Liftgate with Liftglass, Rear Door System), Z55 (Suspension Package, Autoride), L18 (8.1L V8 Engine), MN8 (4-Speed Automatic Transmission), AE7 and AT5 (Front and Middle Cloth Split-Bench Seats, Respectively), QIW (LT245/75R16E On/Off-Road, Blackwall Tires), AJ7 (Air Bags, Side Impact, Driver and Right Front Passenger), NZZ (Skid Plate Package, Off-Road), Z82 (Trailer Equipment, Heavy Duty), and service manual (including emission manual).

### **3.5 CONTRACT IMPLEMENTATION**

3.5.0.1 Note: In the event of manufacturer's price decrease and/or model rebate during the contract period, the State will receive full benefit of such price reduction on any subsequent order placed during the contract period, in accordance with 4.1 (price fluctuation during the contract) of the standard terms and conditions. The State reserves the right to request any information on price concessions, price reductions, monetary benefits, rebates or any promotional programs offered by the manufacturer, and verify the information provided by the contractor with the manufacturer or any third party any time during the term of the contract. The State must be notified, in writing, of any price reduction or rebate within five (5) days of the effective date.

#### **3.5.1 Placing Orders for Contract Units:**

3.5.1.1 I M P O R T A N T N O T E: This term contract permits users to order the contract unit only. Any option that is not specified in this RFP is not permitted.

3.5.1.1.1 Contractor shall not substitute any item (part, component, equipment, feature, accessory, material, performance, capacity, rating, design or control), which is a part of the contract unit, without written authorization to do so from the buyer noted on the cover sheet of this RFP.

3.5.1.2 During the contract period, no change is permitted in any terms or conditions unless the contractor receives written approval from the Purchase Bureau.

3.5.1.3 No dealer's accessories or options such as extended warranties and vehicle treatments (rustproofing, undercoating, etc.) or any other purchases, which are not specified in this RFP, shall be offered.

3.5.1.4 Trade-ins are not permitted under the term contract established as a result of this RFP.

3.5.1.5 Leasing of units is not permitted under the term contract resulting from this RFP.

3.5.1.6 **IMPORTANT NOTE:** An offer to sell non-contract unit against two or more purchase orders, one for the contract unit and one or more for non-contract options, constitutes a serious violation of the contract and shall be the basis for termination of the contract and debarment or suspension of the contractor from contracting with the State of New Jersey pursuant to NJAC 17:12-6 et seq. and may disqualify the contractor from award of future State contracts.

3.5.1.7 Sales literature and color charts shall be made available to agencies and NJ State inspectors on an "as requested" basis.

3.5.2 The State reserves the right to communicate with the contractor and request any information regarding contractor's obligations under the contract, and require acknowledgement of such communication from the contractor during the term of the contract and any extension(s) thereof. Failure to acknowledge within twenty-four (24) hours and provide the required information constitutes a contract violation.

3.5.3 Confirmation of Orders:

3.5.3.1 Verification of receipt of purchase order should be forwarded to each ordering agency for each order accepted.

3.5.3.2 through 3.5.3.4 Reserved.

3.5.3.5 Written confirmation shall mean that the contractor has received the purchase order, has reviewed it for compatibility with unit currently on contract, has resolved any non-compatibility problems with the ordering agency, has entered the order with the manufacturer and that the manufacturer has accepted the order.

3.5.3.6 A contractor shall not accept any purchase order on "will try" basis, unless instructed otherwise by the ordering agency in writing. If an order is not accepted for production by the manufacturer, the contractor shall return the purchase order with "canceled" marked on the purchase order with authorized signature next to it, unless instructed to accept on "will try" basis by the ordering agency in writing. No exception shall be permitted.

3.5.4 Inspection of Units:

3.5.4.1 It shall be the contractor's responsibility to make the following arrangements for the ordering agency inspection of each unit prior to the acceptance of the unit by the ordering agency. Prior to presentation for inspection, it shall be the contractor's responsibility to pre-inspect each unit.

3.5.4.2 The contractor shall notify the ordering agency by fax, that the vehicle is ready for inspection.

3.5.4.2.1 Subsequent to receiving proper fax notification, the inspector from the ordering agency shall arrive at the contractor's facility within five (5) working days. Upon arrival at the facility, the contractor will assign a mechanic, a runner and a delivery bay to the agency inspector. It is the contractor's responsibility to properly itemize, organize and segregate all vehicles intended for orders pertaining to the State of New Jersey. The above areas of responsibility must be accomplished in order to facilitate an expeditious and orderly inspection flow. This will also allow discrepancies to be corrected while the inspector is located at the contractor's facility.

3.5.4.3 Reserved.

3.5.4.4 Major reasons for rejection of units include, but not limited to:

3.5.4.4.1 Grinding noise in wheels (wheel bearings).

3.5.4.4.2 Improperly aligned wheels.

- 3.5.4.4.3 Damaged rims.
- 3.5.4.4.4 Any spare tire-rim not mounted on vehicle.
- 3.5.4.4.5 Leakage of oil.
- 3.5.4.4.6 Transmission leaking fluid at transmission cooler lines or transmission seals.
- 3.5.4.4.7 Leakage at rear end.
- 3.5.4.4.8 Leaking radiator.
- 3.5.4.4.9 Fuel leaks.
- 3.5.4.4.10 Restrictions in fuel system.
- 3.5.4.4.11 Leakage in any part of the exhaust system.
- 3.5.4.4.12 Improper anti-freeze level.
- 3.5.4.4.13 Excessively noisy brakes or excessive brake pedal travel.
- 3.5.4.4.14 Oil pan damage.
- 3.5.4.4.15 Windshield wipers inoperative.
- 3.5.4.4.16 Windshield washer not functioning properly.
- 3.5.4.4.17 Windshield washer fluid empty/bottle leaking.
- 3.5.4.4.18 Transmission malfunctions.
- 3.5.4.4.19 Lack of grease fittings in ball joints, U-joints, etc., if factory standard.
- 3.5.4.4.20 Horn blowing while driving or inoperative.
- 3.5.4.4.21 Gauges or dials missing/malfunctioning.
- 3.5.4.4.22 Vehicle pulls to one side.
- 3.5.4.4.23 Seat belts not operating properly.
- 3.5.4.4.24 Keys not working properly.
- 3.5.4.4.25 Door locks inoperative.
- 3.5.4.4.26 Oil dipstick missing or rust on dipstick.
- 3.5.4.4.27 Appropriate new vehicle inspection sticker not furnished on windshield.
- 3.5.4.4.28 Lights - running, turn, backup, brake, side indicators, and indicator lights not working properly.
- 3.5.4.4.29 Lenses missing on interior/exterior lights or water in lenses.
- 3.5.4.4.30 Any manufacturing deficiencies which permit water leakage into passenger compartment.
- 3.5.4.4.31 Windows not operating properly.
- 3.5.4.4.32 Vehicle not properly prepped in accordance with the manufacturer's pre-delivery specifications.
- 3.5.4.4.33 Vehicle not configured with all equipment and options specified in the contract and on the purchase order.
- 3.5.4.4.34 Body dents, scratches and other defects.
- 3.5.4.4.35 Body paint defects.
- 3.5.4.4.36 Water leak through roof.
- 3.5.4.4.37 Any defects in equipment installation.
- 3.5.4.4.38 Electrical system problem.

3.5.4.5 Inspected units which do not comply with these requirements will be rejected. All rejected items will be corrected and the corrected unit(s) will be presented for re-inspection within ten (10) working days. The ordering agency may cancel the purchase order if the contractor fails to correct any problem.

3.5.4.6 No additional freight or transportation charges are permitted under this contract.

### 3.5.5 Delivery and Final Acceptance:

3.5.5.1 All deliveries of unit(s) will be made as instructed by the ordering agency, during working hours, except on legal holidays.

3.5.5.2 No unit will be accepted at the final delivery point without all supporting documentation and paperwork, completed and delivered with the unit(s), which include the certificate of origin, warranty,

odometer/engine hour statement (if applicable), specified manuals, invoice and key sets (if applicable). No unit(s) will be considered accepted until it has undergone final inspection at the delivery point.

3.5.5.3 Arrangements for the final inspection shall be made prior to delivery, by the contractor with the ordering agency. Delivered units will be inspected within five (5) working days. If a unit has been accepted, the warranty shall commence on the date of final acceptance, or if a unit has been rejected, the contractor will be notified. The notice will indicate the reason(s) for rejection. If rejected, the contractor will try to rectify the problem(s) at the ordering agency site. If problem(s) cannot be corrected at the agency site, the rejected unit must be removed by the contractor at its own expense. The contractor shall present the corrected unit for re-inspection within ten (10) working days. Again, no additional freight or transportation charges are permitted.

3.5.5.4 All delivered units must be clean both inside and outside. Manufacturer's standard items shall be provided, installed if applicable, by the contractor prior to delivery.

3.5.5.5 Manufacturer's Certificate of Origin: The manufacturer's certificate of origin will be made out to the State of New Jersey (or as instructed by the ordering agency, if the ordering agency is not a State agency), and presented at the time of delivery. Purchase order number must be indicated on the upper left hand corner. Do not furnish the New Jersey certificate of title (certificate of ownership). The ordering agency will title the unit upon receipt of the manufacturer's certificate of origin.

3.5.5.6 New Vehicle Inspection Sticker: No vehicle will be accepted without a New Jersey Motor Vehicle New Car Inspection Sticker in place as prescribed by law, correctly punched to the month of delivery and acceptance. Out of State bidders must comply with this requirement without any additional cost or delay. Failure to comply with this provision will result in the rejection of your bid.

Bidder will accept the terms of this provision:

Yes

3.5.5.7 No advertising shall appear on any unit delivered under the terms of the contract.

3.5.6 Training: See [3.3.6](#).

3.5.7 Warranties:

3.5.7.1 Manufacturer's standard warranty will be supplied with each unit at the time of delivery and shall be in typed form. Warranty commences with the acceptance of the unit at the delivery site and following the final inspection.

3.5.8 Warranty Requirements:

3.5.8.1 Users of this contract should contact the contractor in cases where warranty service/repair is to be performed at a place other than the original place of purchase to arrange for a servicing dealer within a closer proximity to their location.

3.5.8.2 The contractor is responsible for any warranty service/repair, which will be at contractor's own expense. Events beyond contractor's control, such as lack of parts due to strikes and unforeseen acts of god shall constitute valid reasons for delay in making necessary repairs. However, the State shall make such determination.

3.5.8.3 The contractor is to provide the appropriate forms, for completion of the delayed entry warranty by the ordering agency.

3.5.9 Payment:

3.5.9.1 Invoices will be processed for payment only after final acceptance of the unit(s) by the ordering agency. Partial payments may be made for unit(s) accepted, if billed separately. Timely payment discounts will be taken if offered by the contractor. The State reserves the right to make payments directly or through a third party.

3.5.9.2 The State reserves the right to order units through a line of credit. For these orders, the contractor will receive a letter from the director in lieu of a purchase order. Line of credit letters must be accepted by the contractor on the same basis as regular purchase orders. All terms and conditions that apply to purchase orders will apply to line of credit letters. Payment for both purchase orders and line of credit letters will be processed in accordance with 4.5 and 4.6 of this RFP's standard terms and conditions.

3.5.10 Any complaint filed by the agency, through the Purchase Bureau's "Formal Complaint Report" (Form PB-36), will be thoroughly investigated. Ultimate resolution by the Director will be final and, if against the contractor, will become part of the contractor's vendor performance file, which may be considered in decisions relating to contract termination or in the evaluation of future bid proposals submitted.

## **4.0 PROPOSAL PREPARATION AND SUBMISSION**

### **4.1 GENERAL**

The bidder must follow instructions contained in this RFP and on the bid cover sheet in preparing and submitting its bid proposal. The bidder is advised to thoroughly read and follow all instructions.

The cover sheet (page 3) of this RFP shall be signed by an authorized representative of the bidder. However, if the bidder is a limited partnership, the cover sheet of this RFP must be signed by a general partner. If the bidder is a joint venture, the cover sheet of this RFP must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

Pricing and information sheets must be completed in their entirety. Failure to comply with this requirement may result in rejection of the bid proposal.

No changes or white-outs will be permitted on the specification sheets, unless each change is initialed and dated in ink by the bidder.

### **4.2 PROPOSAL DELIVERY AND IDENTIFICATION**

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP cover sheet. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. State regulation mandates that late bid proposals are ineligible for consideration.

**THE EXTERIOR OF ALL BID PROPOSAL PACKAGES MUST BE LABELED WITH THE BID IDENTIFICATION NUMBER, FINAL BID OPENING DATE AND THE BUYER'S NAME. (See RFP cover sheet).**

### **4.3 NUMBER OF BID PROPOSAL COPIES**

Each bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. Each bidder should submit **one (1) full, complete and exact copy** of the original. The copies requested are necessary in the evaluation of the bid proposal. Bidders failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

### **4.4 PROPOSAL CONTENT**

Reserved.

## **4.4.1 FORMS**

### **4.4.1.1 OWNERSHIP DISCLOSURE FORM**

In the event the bidder is a corporation or partnership, the bidder must complete the attached Ownership Disclosure Form. A completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

### **4.4.1.2 MACBRIDE PRINCIPLES CERTIFICATION**

The bidder must complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. Failure to do so may result in the award of the contract to another vendor.

### **4.4.1.3 AFFIRMATIVE ACTION**

The bidder must complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a Federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a State contract.

### **4.4.1.4 RESERVED**

### **4.4.1.5 BID BOND**

Not applicable.

## **4.4.2 SUBMITTALS**

### **4.4.2.1 PRODUCT LITERATURE, ETC.**

The bidder is required to submit illustrated literature, warranty documents, manufacturer's specification sheets and all necessary data on the unit it proposes to furnish. All submittals shall be properly labeled, showing the bidder's name and bid number. The bidder should also provide manufacturer's drawing, schematics and blueprints, if available.

### **4.4.2.2 BIDDER DATA SHEET**

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly note here that it is doing so:

1. Name of individual that may be contacted at all times if information, service, or problem solving is required by the Using Agency or the Purchase Bureau. This service shall be available at no additional charge.

Phil Silletti  
Warnock Motor Sales, Inc. d/b/a Warnock Chevrolet  
175 Route 10  
East Hanover, NJ 07936

Phone: 973-463-3063 Fax: 973-884-2650

Email: [psilletti@warnockauto.com](mailto:psilletti@warnockauto.com)

### **4.4.2.3 REFERENCE DATA SHEETS - SATISFACTORY CUSTOMER SERVICE**

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly state here that it is doing so:



Supply the name(s) of present customers you are servicing for contracts of a similar size and scope to those required by this RFP. The State reserves the right to visit these locations and verify production.

Information provided by the contractor is on file, which will be made available upon request.

#### **4.4.2.4 MANDATORY CONTRACTOR DATA SHEET - TERMINATED CONTRACTS**

The bidder must provide all of the information requested. The bidder may provide its response on a separate attachment but should clearly state here that it is doing so:

Provide a list of contracts, if any, your firm has been terminated from during the last three years along with the reason that your contract was terminated. List name of contact person and phone number of the firm which terminated your firm's contract.

None.

#### **4.4.2.5 RESERVED**

#### **4.4.2.6 FINANCIAL CAPABILITY OF THE BIDDER**

If required by the State, the bidder shall provide proof of its financial capacity and capabilities to undertake and successfully complete the contract. To satisfy this requirement, the bidder shall submit a certified financial statement, including applicable notes, reflecting the bidder's assets, liabilities, net worth, revenues, expense, profit or loss and cash flow for the most recent calendar year or the bidder's most recent fiscal year; or if a certified financial statement is not available, then either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement. In addition, if required by the State, the bidder must submit a bank reference.

#### **4.4.3 COST PROPOSAL**

The bidder must submit its pricing using the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

#### **4.4.4 METHOD OF BIDDING**

4.4.4.1 The bidder shall bid fixed price on the price line.

4.4.4.2 The unit is specified in two parts: General Provisions (3.3) and Technical Provisions (3.4). Thus, price bid for the specified unit shall include, among other items (delivery, inspection, etc.), costs of General Provisions and Technical Provisions.

4.4.4.3 through 4.4.4.4 Reserved.

4.4.4.5 Any missing or illegible price, or price correction or appearance of price alteration without bidder's qualifying initials shall cause the bid to be disqualified for that price line item and, in turn, the group that price line item is part of.

4.4.4.6 In a situation of conflicting unit price and total price bid, the unit price shall prevail.

4.4.4.7 Quantity (third column-"quantity") shown on each price line on the price sheet is for bid evaluation purposes only. (See 3.1)

**4.4.4.8 IMPORTANT NOTE:** The bidder must provide complete information on the unit offered, as required on the price line and throughout this RFP, and submit the required literature for that unit. If a bidder identifies the unit offered by denoting make, model and model year, as required on the price line, but does not provide the required literature, or provides the required literature, but does not identify the unit offered, the State reserves the right to request all information necessary to evaluate the bid from the bidder. The bidder must respond to such request within twenty-four (24) hours from the time the bidder is notified. If the information requested is not received within twenty-four (24) hours, the bid proposal will be rejected. A bid proposal which does not identify both the unit bid and does not include the required literature shall be rejected.

**4.4.4.9 IMPORTANT NOTE:** The bidder is strongly advised not to take any deviations or substitutions. Any material deviations shall result in rejection of the bid proposal as non-responsive.

**4.4.4.10 through 4.4.4.13** Reserved.

**4.4.4.14** Bid proposals may be withdrawn, modified, and re-submitted prior to bid opening. Modifications submitted in any other manner will not be considered. No bid proposal can be withdrawn after the bid opening without the State's approval to do so. The State may subject a bidder requesting bid withdrawal after bid opening to penalty for any damages incurred by the State for processing and evaluating the bid proposal.

**4.4.4.15** Notwithstanding any other provision to the contrary, including the cooperative purchasing form included in this RFP (pbcop1, rev 8/96), any contract resulting from this RFP will be made available to quasi-State agencies, as defined in NJSA 52:27b-56.1. Bidders should note that all other non-State agencies will be precluded from using any contracts resulting from this RFP if the bidder does not agree in its bid proposal to extend the contract to these entities.

## **5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the Standard Terms and Conditions of the RFP.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the Standard Terms and Conditions, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

### **5.2 BUSINESS REGISTRATION**

See Standard Terms & Conditions.

### **5.3 CONTRACT TERM AND EXTENSION OPTION**

The term of the contract shall be for a period shown on the cover sheet (page 3) of this RFP. The anticipated "Contract Effective Date" is provided on the cover sheet of this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of three (3) one-year periods, by the mutual written consent of the contractor and the Director.

## **5.4 CONTRACT TRANSITION**

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than 120 days beyond the expiration date of the contract.

## **5.5 AVAILABILITY OF FUNDS**

The State's obligation to pay the contractor is contingent upon the availability of appropriated funds from which payment for contract purposes is made. No legal liability on the part of the State for payment of any money shall arise unless funds are made available each fiscal year to the using agency.

## **5.6 CONTRACT AMENDMENT**

Any changes or modifications to the terms of the contract shall only be valid when they have been reduced to writing and signed by the contractor and the Director.

## **5.7 PROCEDURAL REQUIREMENTS AND AMENDMENTS**

5.7.1 The contractor shall comply with procedural instructions that may be issued from time to time by the Director.

5.7.2 During the period of the contract, no contractual changes are permitted, unless approved in writing by the Director.

5.7.3 The State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

## **5.8 ITEMS ORDERED AND DELIVERED**

The Using Agency[ies] are authorized to order and the contractor is authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency reveals that item other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director in the termination of the contract or in the award of any subsequent contract. The Director may take such steps as are necessary to have the item returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

## **5.9 RESERVED**

## **5.10 REMEDIES FOR NON-PERFORMANCE**

In the event that the contractor fails to comply with any contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code. In this event, the Director may authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

## **5.11 THROUGH 5.13 RESERVED**

### **5.14 PERFORMANCE BOND**

Not applicable.

### **5.15 CLAIMS**

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1- 1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

### **5.16 CONTRACT ACTIVITY REPORT**

In conjunction with the standard record keeping requirements of this contract, as listed in paragraph 3.19 of this RFP's standard terms and conditions, the contractor must provide, on a yearly basis, to the Purchase Bureau buyer assigned, a record of all purchases made by the non-State Agencies under its contract. This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume under contract, subtotaled by product.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement.

Contractors are encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to submit these mandated reports will be a factor in future award decisions.

## **6.0 PROPOSAL EVALUATION/CONTRACT AWARD**

### **6.1 EVALUATION CRITERIA**

The following criteria, not in any particular order, will be used to evaluate each bid.

6.1.1 Compliance with this RFP's technical specifications.

6.1.2 Compliance with this RFP's terms and conditions.

6.1.3 Price bid.

6.1.4 Past performance under State of New Jersey contracts.

6.1.5 Delivery schedule bid.

**IMPORTANT NOTE:** The State reserves the right to request any information necessary to carry out the bid evaluation, confirm that the bid proposal submitted is complete and accurate and/or clarify any ambiguity in the bid proposal. Bidders shall provide the required information within twenty-four (24) hours of notification of such request. Failure to do so may necessitate rejection of the bid proposal as non-responsive.

### **6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL**

After the submission of bid proposals, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

A bidder may be required to give an oral presentation to the evaluation committee concerning its bid proposal. The evaluation committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the evaluation committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the evaluation committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

### **6.3 CONTRACT AWARD**

6.3.1 A single award shall be made with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the RFP, will be the most advantageous to the State, price and other factors considered.

6.3.2 The State reserves the right to cancel this RFP if it is in the best interest of the State to do so.

## **7.0 ATTACHMENTS, SUPPLEMENTS AND APPENDICES**

Reserved.